

**THE CITY OF WARWICK  
Public Records Request Form  
RIGL 38-2-3**

Name: \_\_\_\_\_  
(Optional)

Address: \_\_\_\_\_  
(Optional)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(Optional) (Optional) (Optional)

Phone: (optional) \_\_\_\_\_ E-mail address: (optional) \_\_\_\_\_

Date: \_\_\_\_\_

Record (s) Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Record(s) Request for Real Property – Please list address along with Assessor’s Plat and Lot:  
\_\_\_\_\_

Time period request covers:  
\_\_\_\_\_

**Please Note: Per section 38-2-3 (d) the policy of the City of Warwick is that this form be filed with the office of the City Clerk. The Clerk’s office will then forward the request to the appropriate department for response. Per section 38-2-4 of the Rhode Island General Laws, the City will charge a fee of .15 per page for copies of public documents, unless such documents have a fee structure which is prescribed by state statute. Additionally, if the requested information requires research on the part of City personnel, the City will charge a research fee of \$15.00 per hour and/or the cost of retrieving records from storage where the public body is assessed a retrieval fee. The first hour (1 hour) of research, however, will be provided at no charge. Multiple request from the same entity within (30) day period will be considered as a single request for the total calculation of allowable charges.**

**\*\*Prior to submitting, please visit our Web Site for: Public Request Procedure and Frequently asked Questions at our Web Site, your answer may already be there.**

Appeals are in accordance with RIGL 38-2-8.

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(FOR CITY USE ONLY) Request taken by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Costs: \_\_\_\_\_ for copies \_\_\_\_\_ for search and retrieval